



American Embassy Lusaka
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TRAVEL MANAGEMENT SERVICES

Subject: Pre-Solicitation Notice for Travel Management Services at American Embassy - Lusaka.
Solicitation No. SZA600-14-Q- 0001 applies.

The American Embassy - Lusaka will be issuing a solicitation (RFQ = Request for Quotation) for Travel Management Services_contract. The period of performance for this requirement will be a base year and two (2) one year option periods.

Only companies specialized in this field of work should submit Quotations.

The full package of the solicitation will be posted at <http://zambia.usembassy.gov/doingbusiness.html>, on December 9, 2013.

A pre-proposal meeting will be held at American Embassy Lusaka on December 18, 2013 at 11H00. To attend, all interested parties should send their names, Company name and NRC numbers to Lusaka-GSO-Contracts@state.gov by 15H00 on December 17, 2013.

Offerors are urged to submit written questions at least three days before the scheduled pre-proposal conference date. Attendees may also bring written questions to the proposal conference; however, if the answer requires research, there is no guarantee that the question will be able to be answered at that conference. The Government's statements at the pre-proposal conference shall not be considered to be a change to the solicitation unless a written amendment is issued. Following the conference, all questions along with their answers will be posted on <http://zambia.usembassy.gov/doingbusiness.html>. If the answer requires a change to the solicitation, a solicitation amendment will also be issued and posted on <http://zambia.usembassy.gov/doingbusiness.html>.

If you have any questions, please do not hesitate to contact us on the telephone number above or email to Lusaka-GSO-Contracts@state.gov.